

# Goodwill Adjustment Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a goodwill adjustment on my account, [Your Account Number], due to [briefly explain your situation, e.g., recent financial difficulties, misunderstanding, etc.].

I have been a loyal customer for [number of years or duration], and I value my relationship with [Company Name]. However, [explain your situation briefly, e.g., I encountered an unexpected financial challenge that impacted my ability to make timely payments].

Given my history with your company and my commitment to resolving this issue, I kindly ask for a goodwill adjustment to [specific request, e.g., waive a late fee, remove a negative mark from my credit report, etc.]. I believe this adjustment will assist in maintaining our positive relationship moving forward.

Thank you for your consideration. I look forward to your prompt response and a positive resolution to my request.

Sincerely,  
[Your Name]